FINANCIAL LEDGER HELP PAGE

ADD- To add a transaction press the "Add" button next to the Contribution or Expenditure column. A white box will open which allows you to enter the details of the transaction. Complete all of the fields then press the "Save" button. The transaction will be added to the reporting period that corresponds with the date of the transaction.

AMENDMENTS- To make an amendment to a submitted report, click on the individual contribution or expenditure and the "Amend" button will appear. Click on the "Amend" button and make your change(s), and then click the "Save" button and confirm the amendment to your report.

The Financial Ledger will display amended transactions with the icon under the amended column.

AMENDMENT HISTORY- Hover the mouse on the icon to view the history of the amendment including the date of the amendment and the changes made.

DELETE- To delete a transaction, click on the individual contribution or expenditure and the "Delete" button will appear on the far right side of the transaction. Click the button to delete the transaction.

If the item was deleted after the report was filed, deleted transactions are shown at the bottom of each reporting period with the in the amend column.

To view the Delete history, hover the mouse on the icon.

CHANGING YEARS- Year tabs on the bottom left side of the ledger will allow you to change to different years. When adding a transaction, make sure you are in the year in which the transaction occurred, otherwise you will not be able to add the transaction.

EDIT- Transactions in unsubmitted reports may be edited by clicking on the individual contribution or expenditure and the "Edit" button will appear on the far right side of the transaction. Click on the "Edit" button and make your change(s), and then click the "Save" button. After submitting a report, the edit function is no longer available and the "Amend" button will replace the "Edit" button. There is no public history of edits made.

FILE REPORT- To file a report, click on the "File Report" button on the far right hand side of the screen. Make sure to click on the "File Report" button that corresponds with the reporting period you wish to report.

FILTERS- To sort the items in your financial ledger, click on the "Show Filters" button on the top right side of the ledger. A new line will appear that will allow you to sort the data by name/address/contribution/expenditure. In order to best utilize the filter, make sure that the "Show Details" options on the left hand side of the ledger are open so that all entered transactions are visible.

IN KIND- To show a transaction as In Kind, click on the "Add" button next to the contributions and expenditures column. The white box appears which allows you to enter the details of the transaction. On the right side of this box is the In Kind check box. Check this box to show the transaction as In Kind. In Kind transactions will need to include the fair market value of the contribution/expenditure, with the information provided by the contributor and a specific description of the In Kind contribution. A check mark in the In Kind column on the Financial Ledger means the transaction is In Kind.

Hover the mouse on the checkmark icon to see the description of the In Kind transaction. <u>Be sure to offset the In Kind transaction. For example, if you add an In Kind contribution for $1,000, you will need to add an expenditure for $1,000 to offset the In Kind contribution.</u>

LOAN- To show a transaction as a Loan, click on the "Add" button next to contribution or expenditure. The white box appears which allows you to enter the details of the transaction. On the right side of this box is the "Loan" check box. Check this box to show the transaction as being a Loan. A check mark in the Loan column on the Financial Ledger means the transaction is a Loan.